



Thursday, December 05, 2002

PICT Agreements and Roles

Agreements:

- Don't be afraid to ask questions
- Be open to new things
- Share ideas
- Have patience (integrate tools and process with previous background)
- Cooperation
- Take time outs and evaluate our process
- Debrief
- Have one-on-one conversations
- Practice facilitation skills
- Evaluate our level of detail (nitty gritty vs. big picture)
- Think of each training as a separate project

Roles & Responsibilities:

All	Midge	Doug	Jo Ann	Ryan
	<i>Program Lead</i>	<i>Project Manager</i>	<i>Project Manager</i>	<i>Process Coach</i>
<ul style="list-style-type: none">- Attend weekly touchpoints- Review project management issues- Discuss best practices- Create agenda and outcome summary	<ul style="list-style-type: none">- Available for help when needed- Know major milestones	<ul style="list-style-type: none">- Pell/Direct Loan Project Mgr.- Non-traditional training Project Mgr.- Backup for Jo Ann	<ul style="list-style-type: none">- FISAP Project Mgr.- Perkins Project Mgr.- Backup for Doug	<ul style="list-style-type: none">- Help group stick to agreements (see above)- Offer one-on-one coaching- Communication planning coach- Help group use tools and templates